



DEPARTMENT OF THE NAVY
NAVY RECRUITING COMMAND
5722 INTEGRITY DR.
MILLINGTON, TN 38054-5057

COMNAVCRUITCOMINST 4350.1B
N11
14 Aug 2009

COMNAVCRUITCOM INSTRUCTION 4350.1B

From: Commander, Navy Recruiting Command

Subj: GUIDELINES FOR MANAGING CONTRACT EMPLOYEES

Encl: (1) Management Guidelines
(2) Government/Contractor Points of Contact

1. Purpose. To establish policies and procedures for managing contract employees; to include recognizing specific individuals for demonstrating superior performance.

2. Cancellation. COMNAVCRUITCOMINST 4350.1A. Due to numerous changes, marginal notations are not included. This directive should be reviewed in its entirety.

3. Background. Navy Recruiting Command (NAVCRUITCOM) has contracted for professional, technical, and administrative services to supplement the support staffs at NAVCRUITCOM Headquarters, Navy Recruiting Regions (NAVCRUITREGs), and Navy Recruiting Districts (NAVCRUITDISTs). The contracts are Performance Based Contracts and Cost of Service Contracts, with the Statement of Work (SOW) providing the task requirements.

4. Action and Responsibilities. All NAVCRUITCOM personnel who lead, supervise, or manage contract employees shall familiarize themselves with this instruction and enclosures (1) and (2).

5. Points of Contact. The NAVCRUITCOM Headquarters points of contact for this instruction and information relative to the Service Support Contract are: the Support Services Program Manager (N11) at (901) 874-9348 or DSN 882-9348; the SEAL Program Manager (N321) at (901) 874-7651 or DSN 882-7651; the Sea Warrior Initiative Support Program Manager and Deloitte Consulting LLP Program Manager (N5BS) at (901) 874-9251 or DSN 882-9251; and the General Dynamics/CACI Support Program Manager (N631) at (901) 874-9371 or DSN 882-9371.

/s/

R. R. BRAUN

Distribution:

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<http://www.cnrc.navy.mil/Publications/directives.htm>

Management Guidelines

1. Absences. Contract employees who take unplanned or emergency absences or planned leave that is less than eight (8) hours, are required to notify the on-site employee representative at the work site as early as possible. For planned vacation, leave of absence, or medical leave greater than eight (8) hours, the employee must coordinate the absence with the on-site employee representative (CO/XO at NAVCRUITDIST/HQ Department Head, or Region Commander) and the employee's respective employer chain-of-command. The contractor is obligated to provide a replacement for any extended leave of absence.

2. Administrative Functions. Contract employees are not authorized to take administrative leave for functions such as picnics, blood drives, luncheons, etc. If their contracting employer permits, contract employees may use accrued paid leave or leave without pay to participate in these activities.

3. Awards. Contract employees are not eligible to receive monetary awards from the Government; however, they can receive non-monetary awards of nominal value such as letters of commendation/appreciation. Contract employees may be eligible for monetary awards from their contract employer and will participate through their contractor's Employee Recognition Program. Under separate correspondence, the contractor will provide detailed guidelines and fiscal limitations for their awards program.

4. Chain-of-Command. The chain-of-command for the contract employees is their respective employer. The prime contractor has responsibility for all subcontracted performance and conduct actions. Issues or areas of concern with regards to the employees performance or behavior must be reported to the individual's employer first, then to the government program manager (enclosure (2)) or Contracting Officer Representative (COR). The government representative will discuss the matter with the contractor program manager to report issues/areas of concern and ensure resolution of items of concern. The on-site employee representative will be kept informed of day-to-day issues and problem areas.

5. Government Vehicles. Contract employees are authorized to drive government vehicles provided they possess a valid state driver's license and meet the requirements of the COMNAVCRUITCOMINST 4400.1, Logistics Support Manual.

6. General Contracted Employee Benefits. The individuals' employer provides information concerning benefits, vacation, sick leave, pay raises, and holiday time off policy.

7. Hiring of Contract Employees. The contractor is required to solicit, screen, and hire all contract employees. Headquarters and NAVCRUITDISTs may identify required qualifications and are permitted to make recommendations concerning prospective applicants. The ultimate hiring decision rests solely with the contract employer.

8. Overtime. Overtime for contract employees will be kept to a minimum. The preferred alternative to overtime is to adjust assigned work schedules within a normal work week, and enable the on-site employee representatives to adjust the contract employees' work schedule within the 40 hour work requirement. Non-exempt contract employees should work no more than 40 hours in one work week (Sunday through Saturday) and no more than 12 hours in one work day. For example, if an employee works on a Saturday for four hours, the current work schedule may be adjusted prior to the event to give the employee four hours off. Compensatory time is not permitted. All overtime requests will be submitted in advance via email from the HQ Department Director/Deputy or CO/XO to the appropriate NAVCRUITCOM Program Manager. Requests will include name, position, justification, and hours with estimated costs. System Administrators for the "Service Support" contract are funded for a limited number of overtime hours per year. All other contract employees' overtime approval will be granted on a case-by-case basis and within funding limitations. Overtime should only be requested or approved to meet specific mission critical needs.

9. Supervision of Contract Employees. Contract employees work directly with Headquarters and NAVCRUITDIST on-site supervisors. Contract employees are members of the NAVCRUITCOM team and will be treated accordingly; however, the supervision and management of contract employees is the responsibility of the contractor. This includes: monitoring employee performance in accomplishing the task assigned, effecting necessary disciplinary actions, dealing with conduct issues, and granting monetary awards. Positive and negative performance issues should be reported to the contractor employer immediately for action. When requested, performance feedback should be provided accurately and in a timely manner.

10. Time and Attendance Records. Contract employees are required to follow their individual employer's policy for timekeeping. Headquarters and NAVCRUITDIST personnel will assist with time reporting to the extent necessary; such as signing or

monitoring time reports to ensure accurate time reporting submissions.

11. Training. The Government funds only job-related, Navy-unique training courses for contract employees. For instance, Navy Recruiting mandated conferences would be considered "Navy unique."

12. Travel. The Government cannot issue any type of travel orders for contract employees. The contractor is responsible for issuing travel orders and paying for approved travel expenses for their employees. Funding for official travel is included in the Government cost estimate under current contracts. Headquarters staff and NAVCRUITDISTs must provide an annual travel budget to the appropriate Program Manager. Individual contract employee approval for travel is requested via email from the HQ Department Director/Deputy or CO/XO identifying position, justification, and estimated costs to the respective NAVCRUITCOM program manager or COR, who approves/disapproves travel requests based on funds availability and forwards the request through the appropriate routing chain.

13. Weather. Inclement weather policy shall be determined by the primary contractor. Inclement weather policy will be made available to each contract service provider and each on-site representative. Individual operating locations shall abide by local established inclement weather directives/regulations. Headquarters, Regions, and NAVCRUITDISTs shall coordinate with prospective program managers concerning closure decisions.

14. Common Access Card (CAC) and Trusted Agent (TA). Each District will designate a primary and alternate TA. It is incumbent upon the TA to ensure they are identified within the Command's website directories. The TA may then fill out a Contractor Verification System (CVS) TA appointment form which is located on the CVS website <http://pmo.cac.navy.mil>. This form must be faxed to the area TA Security Manager (TASM) who will provide the NAVCRUITDIST TA with their User ID and Password. The TA must ensure that the contract employee has filled out and submitted the SF85P (Questionnaire for Public Trust Positions) and two SF87A's (FBI Fingerprint Card) to the Command Security Manager. The TA then inputs the contract employee's information into CVS to authorize issuance of contract employee CAC card.

15. Quarterly Contractor Feedback Reports. The Service Support Contract COR will electronically distribute a feedback survey once a quarter. Each CO/XO and respective HQ Department Head

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should provide their input within five days of receiving the feedback survey. Points of concern will be addressed by the COR or Program Manager and feedback will be provided back to the CO/XO/HQ Department Head.

Government/Contractor Points of Contact

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Government/Contractor Points of Contact

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